DOCUMENT RESUME

ED 070 444 LI 003 996

TITLE	A Long Range Program for Library Development in Vermont.
INSTITUTION	Vermont Dept. of Libraries, Montpelier.
PUB DATE	Jun 72
NOTE	67p.; (0 References)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Evaluation; *Library Planning; *Library Programs; *Library Services; *Objectives; State Libraries; *State Programs
IDENTIFIERS	Library Services and Construction Act; LSCA; *State Plans; Vermont

ABSTRACT

Since the Department of Libraries, by Vermont statute, is concerned almost exclusively with the public libraries of the State, this long-range plan will reflect that responsibility. Allusion is made to school, academic and special libraries and, within the context of cooperative projects, they will be directly involved. Thus, this document is a long-range program for library development in Vermont with an emphasis on public libraries. The objectives outlined in the program are the steps felt to be necessary if library service is to be advanced to the level of excellence where it belongs. These objectives are a direct result of the examination of present library services measured against present and projected needs. Preliminary data about Vermont: its geographic and political make-up, its demongraphic profile and its library resources are included. (Other State Plans are: LI003985 through LI003993, LI003995, and LI003997 through LI004004.) (Author/NH)

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A LONG RANGE PROGRAM

FOR LIBRARY DEVELOPMENT

IN VERMONT

FILMED FROM BEST AVAILABLE COPY

LI 003 996

June 1972

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This document has been prepared in compliance with Section 6 (d) of the Library Services and Construction Act and with Section 130.19 of the Regulations promulgated by the Department of Health, Education and Welfare's Office of Education for the effective administration of the Act.

PURPOSE AND SCOPE

These pages are an attempt to present a comprehensive plan for library development in Vermont over a five year period. The plan is the result of extensive discussions with a variety of persons within the State and of consultation with the State Advisory Council on Libraries.

Since the Department of Libraries, by Vermont statute, is concerned almost exclusively with the public libraries of the State, this long-range plan will inevitably reflect that responsibility. Allusion will, of course, be made to school, academic and special libraries and, within the context of cooperative projects, they will be directly involved. We cannot, however, speak with any authority for these institutions in terms of specific long-range plans.

This document, then, might best be referred to as a long-range program for library development in Vermont with an emphasis on public libraries.

We shall present preliminary data about Vermont: its geographic and political make-up, its demographic profile and its library resources.

The objectives which will be outlined in the program are the steps felt to be necessary if library service is to be advanced to the level of excellence where it belongs. These objectives are a direct result of the examination of present library services measured against present and projected needs.

Though this plan represents, in a sense, the dreams of the leaders in the library profession in Vermont, those dreams have clearly and purposefully been tempered by an accurate analysis of the political and economic realities of Vermont.

ADVISORY COUNCIL

The membership of the State Advisory Council on Libraries is broadly representative of types of libraries as well as of library users in Vermont. These people have been generous in their time and their suggestions have been of considerable assistance in the preparation of this document. The membership of the Council is spelled out in the Basic Plan on file with the Office of Education.

VERMONT

History

In Vermont, as in most New England towns, local government is customarily exercised on the town level, by virtue of the authority inherent in the town charter. Vermont has 246 organized towns and cities, five unorganized towns and 57 incorporated villages.

About one-half of Vermont's 246 towns were chartered previous to the Revolutionary War by the colony of New Hampshire which claimed the territory. Most of the remainder were chartered before 1800 by the Vermont Legislature. The usual extent of a township is about 36 square miles, but the population varies greatly from town to town. Lewis, in heavily forested Essex County, has no human inhabitants at all, while Bennington has a population of over 14,000. Five towns in Vermont are "unorganized" -- they have no local government.

Many towns harbor, within their limits, villages of which at least 57 are incorporated. Although they remain, in part, subject to town government, incorporation allows them to maintain such municipal affairs as street lights, water supply, police and fire departments and library services.

Eight communities in Vermont have achieved the status of cities and are incorporated as such. They manage the affairs independently of the towns in which they are organized. Vergennes, chartered in 1788, is one of the oldest cities in the County. It is also one of the smallest with a population of 2,242; Vermont's largest city, Burlington, numbers 38,000 people. The other six cities in the State

average about 10,000 population.

There are 14 counties in Vermont. Except for Grand Isle which has but 77 square miles, they are roughly equal in area and average about 660 square miles each. Population density varies greatly from county to county: Essex has about 8 individuals per square mile. The State as a whole has an average population density of 48 individuals per square mile, based on an area of 9,276 square miles and a population, as of the 1970 census, of 444,732 individuals.

Until the advent of interstate highway construction, travelling in Vermont presented something of a very real problem. Now, however, with most of the interstate construction completed, the most distant communities lie no more than two and one-half hours driving time from the State Capitol in Montpelier. Additionally, with the regional libraries in five communities around the State, most Vermonters need not drive more than an hour and a half to have direct access to the Department of Libraries collection and to first-rate inter-library loan service.

Demography

As stated earlier, demographic and economic realities necessarily play a large role in planning state-wide library services.

At the time of the 1970 census, the population of Vermont was 444,732 persons. That figure represented a 14% increase over the 1960 figure.

For Vermont, an urban community is one with a population exceeding 2,500. In the light of that definition, it is interesting to note that,

from 1960 to 1970, the urban population decreased from 38.5% to 32.2% while the rural population increased from 61.5% to 67.8%. In actual numbers, we have 301,000 people living in rural surroundings and 143,000 living in the urban setting. (Source: U.S. Department of Commerce. Bureau of the Census. U.S. Census of Population: 1970. Number of inhabitants: Vermont.)

Though, on the one hand, Vermont has a total black population of 761, or less than .002% of the population; on the other hand, there are large numbers of French-speaking immigrants settled throughout the State. Again, according to the 1970 census, there are 10,439 Canadian-born residents of Vermont and a total of 34,560 whose mother tongue is French. (Source: U.S. Department of Commerce. Bureau of the Census. General and Economic Characteristics: Vermont.) The Adult Basic Education program regularly sponsors classes where English is taught as a second language. The prime beneficiaries of this program are the French-speaking immigrants.

While only 11.4% of the population completed 4 years of college, 57.0% of the residents have completed high school. The Director of the Adult Basic Education program estimates that there are some 2,100 to 2,300 functionally illiterate Vermonters.

Economics

In 1969, 12.1% of the population of the State were existing below the poverty level as defined by the United States government. Of all persons 65 years of age and over, 25.7% were in this category, while of persons under 65, only 10.5% were in the group. (Source: U.S. Department of Commerce. Bureau of the Census. General and Economic Characteristics: Vermont.)

Average per capita income in Vermont is substantially lower than the New England and the national averages. It is also lower than in four of the other five New England states.

STATE	PER CAPITA INCOME
Connecticut	$4,856
Massachusetts	4,360
New England as a Whole	4,277
National Average	3,921
Rhode Island	3,902
New Hampshire	3,590
Vermont	3,465
Maine	3,257

(Source: Survey of Current Business, August, 1971. Department of Commerce. Office of Business Economics.)

A view of the economic condition of the State would be incomplete without a look at the unemployment figures. The national unadjusted average for 1971 was 5.5%. Below are the figures for Vermont's eleven employment market areas:

Barre-Montpelier	5.7
Bennington	8.1
Brattleboro	4.3
Burlington	5.4
Middlebury	6.8
Newport	7.4

Rutland	5.6
St. Albans	8.6
St. Johnsbury	6.4
Springfield	10.0
White River	3.7

Based on these figures, the Vermont average for 1971 was 6.3%. Unemployment averages in 8 out 1f 11 employment market areas remain almost one percentage point above the national average. (Source: Vermont Department of Employment Security.)

These employment market areas refer, in most cases, not only to specific communities, but to much larger areas, and, in some cases, to entire counties.

LIBRARY RESOURCES IN VERMONT

Library Materials

The library materials available to Vermonters are varied as well as numerous. The following are relatively current statistics:

a.	Public Libraries	1,676,200 items
b.	Academic Libraries	1,350,000 items
c.	School Libraries	900,400 items
d.	Vermont Department of Libraries	500,000 items
e.	Vermont Historical Society	85,000 items

In addition to the above, we should mention the collections housed in the approximately 30 special libraries in the State. Those libraries include institutional, industrial, engineering, electronic, and other collections.

Materials in almost all of these collections can be readily tapped by all Vermonters through the Department of Libraries' Vermont Union Catalog. This project originated as a WPA Work Relief Project in July, 1940. Two units, one in Burlington, another in Rutland, standardized and filed photographic reproductions of the main entry catalog cards of 97 public and academic libraries in the State. The VUC consisted of 312,000 entries when the project was completed in February, 1942. At that time, the VUC was moved to Montpelier where it now resides in the Reference Services Unit of the Vermont Department of Libraries. Of course, the catalog has grown. There are now well over 800,000 adult non-fiction entries and over 1,250,000 locations listed.

Libraries

a. Public	216
b. Academic	21
c. School	440
d. Special	30 or more

School libraries in Vermont have been slow in developing, especially when the one and two-room school houses were widespread. In the last few years, however, with consolidation of schools and establishment of union schools, sufficient funds have become available for the development of adequate school libraries (or media centers). Though the Department of Libraries has no jurisdiction over these libraries, we provide, under a memorandum of understanding, some materials for use in school libraries. The Department of Education has developed standards for school libraries. These standards represent a modification and simplification of the School Media Standards promulgated by the American Library Association. (See Appendix #1)

Vermont's academic libraries have developed over a long period of time and are evidence of careful planning and systematic attention. Only one of these institutions fails to meet the standards of the New England Association of Colleges and Secondary Schools, the regional accrediting organization. The development of the academic libraries is also governed by the standards published by the Association of College and Research Libraries, a division of the American Library Association.

Public Library Development

By Vermont statute, public libraries are defined simply as those which serve the public regardless of source of funding. Many, indeed the majority, of the public libraries in Vermont receive minimal, if any, tax support from the local community.

At first blush, the large number of public libraries in Vermont appears to be a cause for rejoicing. It becomes quickly apparent, however, that too many libraries are competing for the same tax dollars. On the national level, an average population base of 14,500 exists for every public library; in Vermont the average is 2,065.

It is not uncommon to find more than one public library in some of the smallest communities in the State. Indeed, one community with a population of less than 2,000 people lists four public libraries, while another has five public libraries to serve 6,500 people.

Historically, towns were settled in population clusters with several small groups in various locations throughout the town. As a result, natural rivalries developed over the years between areas within the same community. One measure of this rivalry is precisely the number of libraries established by small bequests. Over the years, little progress has been made toward the elimination of these rivalries. To some extent, library development has suffered because of the fragmentation of material and personal resources.

In recent years, the Department of Libraries has consistently encouraged either federation or consolidation, but has met with little success. Since Vermont law grants no regulatory powers to the Department

of Libraries, it can only advise and urge such a course of action and attempt to show how it would improve the quality of service provided to the citizens of the State.

The small population base for most libraries and the reliance in the past on private bequests has brought about a reluctance on the part of many taxpayers to support adequate library service. The American Library Service estimates that a minimum expenditure of $6.12 per resident is needed to insure quality library service in medium-sized public libraries. In smaller libraries, the per capita costs tend to increase. We will use the $6.12 figure even though, except for possibly Fletcher Free in Burlington and Rutland Free in Rutland, all Vermont libraries are in the "small" library category. In Vermont, the average level of tax support per capita is only $1.10. And, even including private bequests, library support falls far short of recommended standards.

THE VERMONT DEPARTMENT OF LIBRARIES

The Vermont Department of Libraries came into existence on March 31, 1970. It represents the merger of two older state agencies: The State Library (a government and law library) and the Free Public Library Service (a library extension service).

The duties and functions of the Department of Libraries shall be: to provide, administer and maintain:

"(1) A law library to serve the supreme court, the attorney general, other members of the judiciary, the legal profession, members of the legislature, officials of state government and the general public.

"(2) A collection of state documents and of documents relating to other states, and local and federal governments. It shall arrange for and designate depositories of state documents ... and may arrange for the exchange of official reports and publications ...

"(3) An information and reference service to state government, including a comprehensive collection of current information relating to matters of public policy and topics pertinent to state government.

"(4) A general library collection of sufficient size and scope to reinforce and supplement the resources of local and regional libraries ... The department shall provide service to other libraries in the State, schools and individuals, and may provide service by mail or bookwagon or otherwise.

"(5) A service of advice and consultation to all libraries in the State ... This service shall be provided at a regional level as well as at the State level. The Department provides centralized cataloging and other related technical services to libraries in the State to the extent feasible.

"(6) All libraries in the State correctional institutions and all State institutions for the treatment of the mentally ill and mentally handicapped."

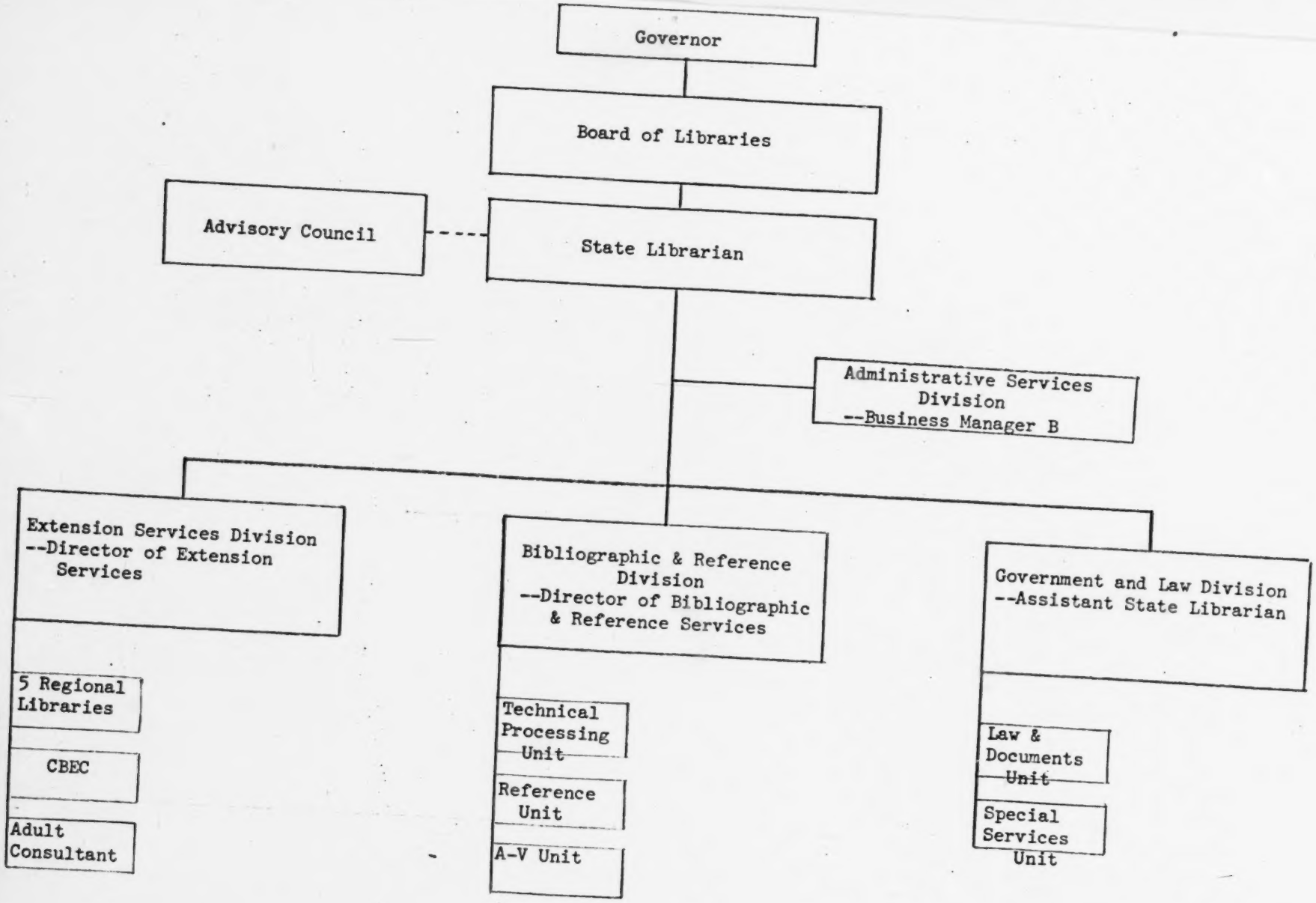
"(7) Reading materials for the blind and physically handicapped."

The department, in addition ...

"(1) Shall administer any grants-in-aid to libraries which may be available from State funds, and may prepare plans and applications to obtain federal aid monies which may be available.
"(2) Shall compile and publish annual statistics covering all libraries in the State, ...
"(3) Shall provide consultative services to other libraries in the State, and shall encourage formation of central records of library holdings.
"(4) Shall promote improved communications among libraries in the State as well as cooperative use of facilities.
"(5) May provide facilities in cooperation with other libraries for storage of little used materials.
"(6) May conduct seminars, workshops and other programs to increase the professional competence of librarians in the State.
"(7) May receive and administer gifts of real and personal property accepted by the governor on behalf of the State ..."

"The board of libraries may assist free public or other nonprofit libraries which formulate and implement plans for the systematic and effective coordination of libraries and library services. Grants may be made in accordance with standards of the service, consistent with the Federal Library Services and Construction Act ..." (Source: 22 VSA, Sections 605, 606, 634).

The following organizational chart indicates how the Department of Libraries has divided its functions in an effort to adequately meet its responsibilities:


Governor
Board of Libraries
Advisory Council
State Librarian
Administrative Services Division
--Business Manager B
Extension Services Division
--Director of Extension Services
Bibliographic & Reference Division
--Director of Bibliographic & Reference Services
Government and Law Division
--Assistant State Librarian
5 Regional Libraries
CBEC
Adult Consultant
Technical Processing Unit
Reference Unit
A-V Unit
Law & Documents Unit
Special Services Unit

The functions of the various divisions as stated below will give a clear picture of areas of responsibility:

1. Administrative Services Division.

The business manager supervises the gathering of statistics and the accounting procedures for the entire department, acts as a purchasing agent, and is the department's personnel officer. He also has responsibility for the administration of Title II of the Library Services and Construction Act.

2. Extension Services Division.

The director of the division has overall responsibility for the administration of Title I of the LSCA. There are two main service functions within this division: regional library service and central consultant service. Through five regional libraries, materials are circulated to individuals and libraries throughout the State, cooperative programs are carried on with schools and local consultant service is provided. The Central Consultant Unit consists of specialists who provide indepth evaluation and advice to local groups and libraries.

3. Bibliographic and Reference Division.

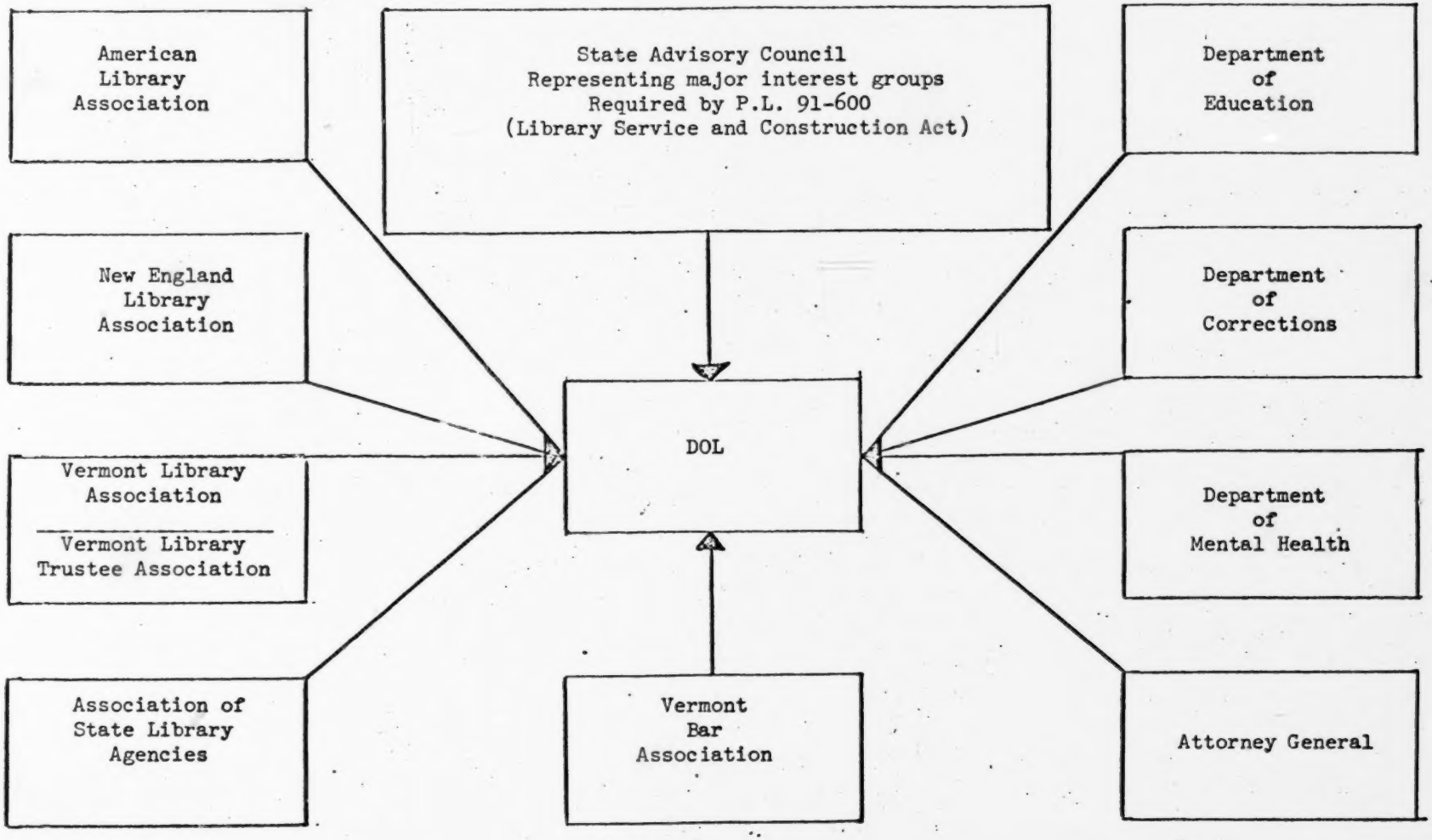
This Division Director, in addition to administering Title III of the LSCA, supervises three departmental units: Technical Processing Unit, Reference Services Unit, Audio-Visual Unit. The first processes materials for the entire Department, and second does reference work and research for individuals and all the public libraries in the State, the third is responsible for an active state-wide film program.

4. Government and Law Division.

This Division is headed by the Assistant State Librarian, who acts for the State Librarian, in his absence. In addition, this Division Director supervises two important departmental units: Special Services and Law and Documents. The former unit works with State institutions and the handicapped, while the latter serves as a state-wide law library.

In addition to the advice received from both the State Board of Libraries and the staff of the Department, the State Librarian constantly seeks input from a number of officials, departments and professional organizations. (See chart below.)

OUTSIDE INFLUENCE ON DEPARTMENT



EVALUATION

All the Department's activities come under the continuous assessment of a number of groups. The professional staff of the Department of Libraries meets monthly to review current projects and plan new strategies. There is also constant assessment of the Department programs by the Budget and Management Department of the Vermont Agency of Administration. This group is primarily concerned with guaranteeing effective expenditure of State funds. Every other month, the State Board of Libraries meets for a detailed report from the State Librarian. This policy-making group carefully scrutinizes agency plans and activities before voting approval and authorizing implementation. The majority of this group, being neither librarians nor library trustees, brings a fairly unbiased eye to the activities of the Department of Libraries. The State Advisory Council, established by Federal regulation, representing all aspects of libraries and library users, meets regularly to advise the State Librarian concerning future projects and to assist in evaluating past activities.

The essential tools used in evaluating the numerous projects of the Department supported by State and Federal monies, will be the various standards published by professional groups: The American Library Association and its divisions, the American Correctional Association, the Vermont Library Association, the United Fund and others.

A partial listing of these standards included:

ALA Standards for Library Functions at the State Level. 1970.

ALA Minimum Standards for Public Library Systems. 1966.

ALA Interim Standards for Small Public Libraries. 1962.

ALA Public Library Standards. 1966.

ALA Standards for School Media Programs. 1969.

Vermont Department of Education. Standards for Instructional Media Centers.

ALA Institutional Library Services.

United Hospital Fund.

Essentials for Patients' Libraries.

American Correctional Association. Manual of Correctional Standards, Chapter 31, Library Services. 1966.

The basic reason for program evaluation is to obtain desired results of a specified program, and to discuss how and why a program works or does not work.

In evaluating all projects, the various factors which will be considered with a critical eye are: effort, performance, efficiency and process. By considering these factors carefully, we shall be able to determine whether or not the tax dollars which Vermonters are putting into library services are being used to the best advantage.

Evaluation guidelines for specific projects will be more clearly delineated over the next several months.

CRITERIA FOR DETERMINING PRIORITIES

Title I

In determining which projects will receive priority of funding, the major factor to be considered will be its potential affect on areas having inadequate library service. The following criteria are used to judge the adequacy of library service. Failure to meet any one of the items in this list indicates inadequate service generally. These criteria for measuring adequacy of library service were developed for and are quoted from Vermont's Basic Plan for Library Programs which is on file in the Office of Education.

Adequate service requires:

1. Existence of an adequate and legally accessible service center within reasonable commuting distance.
2. Population base for such a local public library must exceed 75% of the population base of the average U.S. public Library (service is designated inadequate if there is a population base of less than 10,875 people, i.e., 75% of 14,500).
3. Per Capita tax support must exceed 75% of the estimated minimum adequate tax support for small public libraries. Based on ALA standards, we estimate the minimum adequate support for small public libraries to be about $7.50. Therefore, any Vermont public library which is tax supported at a level less than $5.63 per capita is judged to be inadequately funded.
4. Materials allotment. Of this $5.63 each public library must earmark at least 20% or $1.13 per capita for the purchase of library materials.
5. Quality of Staff. No public library shall be designated as providing adequate service unless:
   a. if serving a population under 2,000, it is directed by a person possessing or in active pursuit of a Department of Library certificate

of competence which is awarded after satisfactory completion of a required course of study or its equivalent.

b. if serving a population between 2,001 and 5,000, it is directed by a college graduate possessing or in active pursuit of a Department of Library certificate of competence.

c. if serving a population in excess of 5,000, it is directed by a person possessing a Masters Degree or its equivalent in Library Science.

6. Accessibility of library to public.

a. No public library shall be designated as providing adequate service unless:

1. if serving a population under 2,000, it is open and staffed at least three days a week with a total of 12 hours a week service;

2. if serving a population between 2,001 to 5,000, it is open and staffed at least 4 days a week with a total of 20 hours a week service.

3. if serving a population 5,001 to 8,000, it is open and staffed at least 5 days a week with a total of 24 hours a week service;

4. if serving a population of 8,001 to 15,000, it is open and staffed at least 5 days a week with a total of 36 hours a week service;

5. if serving a population over 15,000, it is open and staffed at least 5 days a week with a total of 48 hours of service.

b. In addition, no public library shall be designated as providing adequate service unless it possesses a telephone.

c. No library shall be designated as providing adequate service if it is not affiliated with the appropriate Regional Library and through it with the Department of Libraries and other library resources of the State.

Emphasis will also be placed on projects which will reach low income families in both rural and urban areas. To serve this purpose, priority will be given to projects serving persons in any of the following eleven counties of the State.

Bennington County

Caledonia County, especially St. Johnsbury area

Chittenden County, especially Burlington area

Essex County

Franklin County, especially St. Albans area

Grand Isle County

Lamoille County

Orange County

Orleans County

RUTLAND COUNTY

WASHINGTON COUNTY

These areas have unemployment rates well above the national average. Indeed, in some areas, it is more than double the national average, (cf. p. 6)

Title II

The same criteria will be used in evaluating applications for Title II construction funds. The potential for improving service to those people now adequately served will be a prime consideration. Also considered will be the status of the library vis-a-vis the Vermont Public Library Standards and the willingness of the local library to take decisive steps to meet the standards in which they may be deficient.

Should more applications be submitted than could be funded, priority will be assigned, given present circumstances, to Fletcher Free Library in Burlington and Kellogg-Hubbard Library in Montpelier.

Title III

The Department of Libraries will continue to foster, as in the past, close cooperation with all types of libraries. School, academic and special library representatives serve on the LSCA State Advisory Council and bring to it knowledge of the other on-going library programs in the State. Though the school library consultant is attached to the State Department of Education rather than to the Department of Libraries, cooperation runs all the way to jointly sponsored programs and team taught workshops. With our extensive teletype network, the academic libraries are joined in close cooperation not only with the State Agency, but also with the larger public libraries in the State. A number of our staff have served on the committee which screens applications for grants under ESEA II.

Projects for interlibrary cooperation submitted under Title III will be judged on the following points:

1. does the project include a mix of two or more types of libraries?
2. does the project hold out reasonable hope of continued funding beyond the one or two year demonstration period?
3. will the project increase local resources?
4. will the project increase local services?

First priority will be given to projects which meet the above criteria and which also meet the general criteria set forth under Title I.

Appendix contains various documents exemplifying applications and agreement forms used with respect to Title III.

NEEDS

In the opinion of the State Advisory Council, the present and future needs of Vermont, in the realm of library service, are:

1. sufficient financial support of libraries to ensure adequate service must be encouraged;
2. easier access to library materials and facilities throughout the State must become a reality for all Vermonters;
3. educational programs for persons serving in the State's public libraries must be improved;
4. standards for Vermont libraries must be carefully evaluated and revised to reflect the best possible future development;
5. effective programs have to be developed to reach previously unserved residents;
6. new areas of inter-state cooperation with Maine and New Hampshire should be explored;
7. the Department of Libraries must be strengthened;
8. active and continuous publicity and public relations work must keep Vermont libraries in the public eye.

GOALS

The over-riding goal of the library profession in Vermont is to provide adequate library service to all residents of the State. All our activities have to revolve around the central theme of bringing the highest quality library service to the maximum number of people. Under the broad goal, our effort is and will continue to be two-pronged: on the one hand, we attempt continually to improve the competence of our human resources; on the other hand, we strive to maximize the use of existing material resources.

The following pages will consider specific objectives and tasks which will be necessary if our goals are to be attained.

The stated objectives are organized in three groups: 1) those which clearly revolve around human resources, 2) those which clearly revolve around material resources, and 3) those which involve both human and material resources.

HUMAN RESOURCES

Objective: To improve training of public librarians

Note: Only five percent of public librarians in Vermont have a degree from a library school. The remaining librarians rely on in-service training and on courses, institutes, and workshops sponsored and offered by the Department of Libraries. Some of these also take advantage of the occasional courses offered by the University of Vermont's Extension Division.

A. Formalized Education Program.

1. Complete statewide survey of specific education needs. (F 72)
2. Complete revision of general education plan bearing in mind:
   a) present para-professional courses being offered in academic institutions in the State;
   b) other library science offerings in New England;
   c) present needs of Vermont librarians as established by a statewide survey. (F 72)
3. Plan course cycle for next five years. (F 73)
4. Plan workshops for a complete cycle. (F 73)
5. Appoint course planning-teaching teams. (Annually)

B. "Internship"

1. Plan substance of internship for optimum effect. (F 73)
2. Establish an "ad hoc" committee with membership from the Department of Libraries and the Vermont Library Association to select the "teaching" libraries. (F 73)

3. Study of costs to both "teachers" and "students". (F 73)

4. Seek funding to reimburse small-town librarians. (F 73)

C. Certification of public librarians

1. Establish certification board of Department of Libraries staff and some Vermont Library Association representation.

2. Review certification requirements regularly and promulgate all changes widely.

3. Conduct study to establish: attitude toward, need for, costs of, and effects of gradual changeover from voluntary to mandatory certification.

Program Evaluation: A measure of success here will be the number of librarians who choose to avail themselves of the offerings. On a statewide basis we will also be able to observe an increase in the percentage of librarians who qualify for certification. The "internship" will be evaluated on the basis of a series of in-depth interviews of the participants.

Objective: To develop an effective program to reach previously unserved residents throughout the State.

Note: A survey of the three northern New England States conducted in January, 1971, emphasized the fact that most libraries in the area were doing little for the French-Canadian immigrants. In all three states, this is by far the most numerous minority. (Source: North Country Libraries, v. 14, no. 2, pp. 2-10). Vermont libraries, in general, have been content with serving those people who find the time and means of coming to the library. Serving our "hidden" population is a relatively new idea and efforts in this area are embryonic.

A. Identify unserved groups and assess their needs.

1. Consult with other agencies of State government working with various segments of the population. (F 73)
2. Consult with non-governmental groups: churches, service groups, etc. (F 73)

B. Plan specialized services once needs have been assessed.

Some possibilities:

1. Expansion of Vermont Bookfetch, a free books-by-mail catalog aimed at every household in the State. (F 73 - F 75)
2. Organize volunteers for outreach purposes. (F 75)
3. Develop active supportive role for other state agencies; Farm Bureau, Extension Service, Mental Health, Adult Basic Education, etc. (F 74)
4. Tie in with Right to Read program. (F 73)

C. Education

Plan and conduct workshops for public librarians to teach concepts and methods of outreach. (F 73 and on an on-going basis)

Program Evaluation: Evaluating these projects will obviously be a more difficult task. One measure of success will be the use of materials oriented toward French and French-Canadians. Since the effort is new and limited at present to a rather small geographic area, the first year's results are difficult to gauge or predict. If we reach several hundred of this group the first year, we will have been successful. Another measure will be the cooperation which we can generate among various departments of State government, especially those which work with the rural poor and the handicapped.

Objective: To demonstrate how a broader base of population support for individual libraries will make them more viable institutions.

Note: The fragmentation of the library effort in Vermont has been clearly delineated in an earlier section of this document. The tasks listed below are efforts to demonstrate a "better" way. We propose these solutions neither as absolute nor as universally applicable. They are, nevertheless, worthy of exploration.

A. Demonstration of either a consolidated or a federated system of public libraries.

1. Either a multi-community library or several adjoining communities. (F 73)
2. Establish the group as a legal entity. (F 73)
3. Establish an evaluation team which will closely follow the demonstration for two years. (F 73 - F 75)
4. Publish and disseminate evaluators' report. (F 76)

B. Demonstration of a community (public-school) library.

1. Community where size, local conditions and local initiative make such a project seem feasible. (F 73)
2. With selected community, develop a detailed plan for a two-year demonstration. (F 73)
3. Establish evaluation team to examine project during its existence. (F 73 - F 75)
4. Publish and disseminate report widely in State. (F 76)

Project Evaluation: Each of the two specific projects make provision for evaluation. This evaluation will attempt to measure quality of library service before and after implementation as well as the economic realities involved. As soon as the evaluation teams are established, they will delineate their evaluation methods and criteria.

MATERIAL RESOURCES

Objective: To establish an effective grant program to the public libraries in the State.

Note: Currently in existence on a minimal level, the program would be expanded and given firm legal footing.

A. Public Library standards (F 73)

1. Review existing standards
2. Consult with Vermont Library Association

B. Devise equitable formula which will consider: (F 74)

1. Basic population served
2. Local interest demonstrated by local support
3. Vermont Public Library standards

C. Legislation

1. Committee with representatives from Department of Libraries, Vermont Library Association and public to review and revise present library legislation. (F 74)
2. Citizen's committee to publicize effort and develop grass roots support. (F 74)
3. Enroll a core of legislators in both houses to sponsor and guide revised legislation. (F 76)

Evaluation: Promulgation of the standards in Vermont Libraries will indicate that they have been reviewed and the necessary revisions made. At this point, the steps necessary to establish the pertinent working committees will serve as a bench-mark in the attainment of this objective. Later, annual revisions of the long-range program will more clearly spell out the functions of these committees. At

that time, we will be able to list criteria for the evaluation of specific activities.

Objective: To provide access to all library facilities in the State to all Vermonters.

Note: A statewide library card has been suggested in the past. The idea has not met with unbounded enthusiasm. This is an attempt to approach the matter in a systematic way and to provide the data for a rational approach to this question.

A. Study feasibility of such a move in: (F 74)

1. public libraries;
2. academic libraries;
3. school libraries;
4. special libraries

B. Consider various levels of attainment. (F 74)

1. inter-library borrowing
2. in-house use
3. special loan privileges
4. general loan privileges

C. Necessary steps

1. Careful consideration of all aspects of the proposal: pro and con. (F 74)
2. Detailed analysis of monetary implications. (F 75)
3. Articulation of responsibility for recovery. (F 76)
4. Formula for possible monetary remuneration for excess of loans over borrowings. (F 77)

Evaluation: Steps A and B will have been completed upon the preparation of a written report for publication in Vermont Libraries. The various parts in C will also involve written reports and formulae which will, of necessity, be promulgated throughout the State. As we move ahead

in this area, further action steps will become evident depending precisely on the outcome of the above studies and reports.

Objective: To establish a "last copy in the State" storage facility.

Note: Some steps have already been taken in this direction. A more detailed study of conditions is necessary, however.

A. Survey need for facility.

1. Establish level of need and possible cooperation by all types of libraries. (F 72)

2. Establish preference for kind of facility: (F 72)

a) new or old

b) central or scattered

B. Develop policy manual. Some areas to be explored:

1. inventory control (F 73)

2. access method (F 73)

3. availability for interlibrary loan (F 73)

Evaluation: The need for this facility has been established as well as the willingness of libraries to use it. A carefully prepared manual of policy and procedures will indicate that the project is successfully underway.

Objective: To establish a statewide periodicals resource center.

A. Survey existing resources and strengths in different types of libraries: (F 73)

1. Public
2. Academic
3. School
4. Special

B. Develop statewide union list of periodicals. (F 74)

1. Include all types of libraries in the project.
2. Use Department of Libraries' task force for local periodical inventories.

C. Resource center.

1. Survey feasibility of a central control point and storage facility. (F 75)
2. Develop guidelines for staffing of and access to such a center. (F 76)
3. Seek funding. (F 77)

Evaluation: In the first year we should have detailed procedures established for this part of the total project. The task force should also have begun an inventory of local library holdings of such assistance if requested.

HUMAN AND MATERIAL RESOURCES

Objective: To strengthen service units of the Department of Libraries.

Note: Through its various units, the Department of Libraries is a prime mover in the task of providing adequate library service to the people of Vermont. In some cases, the Department is the prime and sole source of this service; in others, it is a back-up facility. In order to accomplish its tasks, the Department must have funds for strengthening its units and carrying on and improving its programs. Since the Department of Libraries involves several service units, a separate section is given to almost all of them. If each of the units mentioned below can carry out the stated steps which refer to it, the Department of Libraries will have strengthened its staff, its materials and its programs.

A. Regional Library Units: increase service and refine procedures.

1. Expand library service to areas in State with little or no service of their own. (F 73 -)
2. Increase educational and training responsibilities of the regional librarians. (F 72)
3. Develop procedure manual for regional libraries and evaluate carefully all regional procedures for streamlining to achieve greater efficiency. (F 73)

4. Establish closer coordination in the selection and purchase of books for the libraries. (F 73)

5. Develop a comprehensive plan for the purchase and use of non-print materials in the regional libraries. (F 73)

B. Reference Services Unit: increase scope and quantity of service to individuals and agencies.

1. Increased quality control. (F 73)

2. Detailed analysis of tasks resulting in procedure manual. (F 73)

3. Updating and overhaul of the Vermont Union Catalog. (F 74)

4. Extension of reference service to include production of bibliographies and research. (F 74)

5. Further development of the Library Science collection. (On-going)

6. Expansion of the DOL-UVM office. (F 74)

7. Development of the reference collection in conjunction with UVM and the DOL-UVM office. (F 74)

8. Integration of the old "State Library" general reference collection into DOL reference collection. (F 73)

9. Consolidation of TWX network. (F 74)

10. Consideration of equitable sharing of ALL costs. (F 75)

C. Audio-Visual Unit: increase use of films by 10% annually.

1. Extension of concept from film service exclusively to non-print media generally. (F 73)

2. Demonstration center and resultant extension beyond limited services now offered. (F 75)

3. Shift from in-house task performance to contractual services where possible. (F 73)

4. Analysis of specific tasks resulting in procedure manual. (F 73)

E. Special Services Unit: improve quality of service.

a) Services to Institutionalized

1. Keep a full-time librarian at institutions having more than 100 residents. (Ongoing)

2. Develop a central picture and poster file. (F 73)

3. Develop central catalog of non-print materials in institutions. (F 73)

4. Semi-annual institutional library workshops. (On-going)

5. Continuing education for institutional librarians. (On-going)

6. Continue and expand present publicity programs. (On-going)

7. Increase cooperative efforts between public and institutional librarians.

8. Encourage building of staff libraries on a cooperative basis. (F 73)

b) Service to the handicapped: make all handicapped aware of services available to them and assure that they receive the service in one way or another.

1. See that all handicapped people in Vermont know about the services which are offered: contacts with all State Associations concerned with human resources; contacts with all licensed hospitals, nursing homes, and homes for the elderly; contacts with service clubs; publicity via press, radio, television. (On-going)

2. Provide public libraries with publicity materials to use locally. (On-going)
3. Update all materials and equipment catalogs annually, (large print books, cassettes, etc.). (On-going)
4. Continue County Wide Demonstration Special Project for the handicapped until all counties have been covered. (On-going)
5. Maintain a resource collection of books, bibliographies, pamphlets, etc. for professionals and others seeking information about the handicapped. (On-going)

F. Children's Book Exhibit Center: make it possible for librarians and teachers to examine the best in materials for children.
1. Make the Center fully operational. (F 73)
2. Develop non-print media examination collection. (F 75)
3. Expand educational program. (F 74)
4. Establish mobile storytelling unit for education demonstration purposes. (F 77)

G. Law and Documents Unit: increase service to legal and legislative community as well as general public.
1. Strengthen law collection by extra funding. (F 74)
2. Increase basic reference function. (F 73)
3. Increase service to legislators through the legislative council or directly to individuals. (F 73)
4. Increase awareness of collections of other State Agencies. (F 74)

Objective: To foster greater cooperation with Maine and New Hampshire.

Note: With somewhat similar problems, the three states can perhaps best solve some of these cooperatively. They are already working together harmoniously and successfully in a film cooperative. We are establishing as an objective to seek further areas of possible cooperation and to explore the implications and feasibility of these.

A. Complete detailed feasibility studies of the following:

1. Consolidated tri-state film service.
2. Tri-State processing centers.
3. Cooperative library periodicals acquisition plan with a union list of serials.
4. Union catalog of library science holdings.
5. Tri-State library planning and evaluation office.

Appendix One

STANDARDS

Instructional Media Center

The instructional materials center should be a pivotal center where students may do research, study, discuss ideas, have conferences, and view films and film strips as well as producing materials.

To provide adequate space for the preparation and use of these materials sufficient space must be available. The reading room shall be of adequate design to support Education Program. Closed circuit distribution T.V. system should be available. The State Department requires that carpeting or some other similar acoustical floor covering be installed in all Instructural Media Centers. Sufficient storage space must also be available.

The following are required minimums, however, the department recommends that Instructural Media Centers be considerably larger than what is required.

1-4 classrooms - Shelving large enough for 20 books per pupil. Storage room must also be available.

5 classrooms up to 300 pupils - 750 square foot usable floor area in the Media Center plus a workroom 150 square feet and a 200 square foot storage area. Office space may be available in the workroom.

Over 300 pupils - 1500 square feet of usable floor area. A workroom of at least 150 square feet and a storage room 250 square feet. An office should also be available.

An audio-visual laboratory must be provided in all schools with 5 or more classrooms. This room may be incorporated with the workroom. The minimum size of the workroom if it is to be used as an audio-visual laboratory should be 200 square feet.

Secondary Schools Media Center

A reading room adequate to support the program.

Workroom 200 square feet	Combined 400 square feet
Audio-Visual Laboratory	200 Square feet
Storage	300 square feet
Office	150 square feet

It is recommended that conference or seminar rooms be available directly off the library where students may meet with other students or teachers. These rooms should have a minimum of 120 square feet.

Seating capacity may be in the form of carrels. Both wet and dry carrels should be available.

APPENDIX II

SOL - UVM Access Office

STATE OF VERMONT
DEPARTMENT OF LIBRARIES
MONTPELIER, VERMONT
05602

TELEPHONE 802-223-2311

AGREEMENT

Effective July 1, 1971, the State of Vermont Department of Libraries, herein known as the "Department", contracts with the University of Vermont, herein known as the "University", for the following purpose:

1. The Department will locate one employee within the Guy W. Bailey Library of the University and direct him to perform duties of library reference services to fully implement the Vermont State Library System. This employee will perform his duties consistent with the University library operating policies and regulations, and will not become involved in performing any duties of the University library staff.

2. The Department will assume responsibility for all necessary operating costs of its employee including, but not limited to, salary; normal State of Vermont employee benefit costs; and incidental costs of a phone, postage, office supplies and copying services.

3. The Department will furnish the necessary employee furnishings and equipment including, but not limited to, a desk, chair, typewriter, and file.

4. The University will furnish sufficient space for a desk, chair, file, and any other necessary equipment or furnishings for the Department's employee to effectively and efficiently perform his required

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duties in an area within the Guy W. Bailey Library.

5. The University will provide the Department's designated employee or employees full use of its Guy W. Bailey Library resources for the implementation of number one above in a manner consistent with its operating policies and regulations.

6. In consideration of the University's provisions of space and use of its library resources for the purposes herein stated the Department will provide a grant of $2,000.00 during the period of this contract. These funds will be used for the purchase of library resources and reference materials in a manner for the expansion of reference capability and not for duplication of resources, through mutual understanding and agreement.

This Agreement will be effective July 1, 1971 and continue until June 30, 1972 unless either party terminates it through appropriate thirty (30) day notice to the other party.

Consideration may be given to renew this Agreement at its termination.

Signed this 24th day of June, 1971.

WITNESS: Kathleen Church
for The University of Vermont

George D. Clarken
NAME

WITNESS: _____
for the Department of Libraries

Treasurer
TITLE
UNIVERSITY OF VERMONT.

APPROVED AS TO FORM:
Louis P. Peck
ATTORNEY GENERAL.

James G. Igoe
JAMES G. IGOE
STATE LIBRARIAN
STATE OF VERMONT
DEPARTMENT OF LIBRARIES.

Teletype grants FY 71

GRANT AGREEMENT

The Vermont Department of Libraries hereby grants to _____ Library $900.00 for (1) the installation of a teletype, (2) teletype rental charges for the period July, 1971 through June, 1972, and (3) teletype line charges incurred during the period July, 1971 through June, 1972. It is understood that the _____ Library is not obligated to expend any funds relative to the teletype beyond the amount of the agreement.

It is further understood that the Vermont Department of Libraries will assist, upon request, in explaining procedures and in training staff regarding the use of the teletype of the Vermont library teletype network.

The _____ Library will (1) publicize to the people in the area it serves the existence of the teletype and (2) utilize the Vermont library teletype system to the fullest extent. It is further understood that the _____ Library will determine whether or not it will enter into any agreement(s) with libraries in surrounding communities.

Neither the _____ Library nor the Vermont Department of Libraries is obligated to finance the continuation of the teletype beyond June 30, 1972.

_____
STATE LIBRARIAN

_____
LIBRARIAN

_____
CHAIRMAN, BOARD OF TRUSTEES

_____
DATE

GRANT AGREEMENT

The Vermont State Department of Libraries hereby grants to _____ Library $200.00 to go toward cost incurred during the two year period July 1, 1971 - June 30, 1973 for basic monthly telephone service and/or toll calls.

It is understood that in return the _____ Library will (1) remain open for service to the public for not less than 12 hours per week, (2) will make every reasonable effort to publicize the existence of the telephone and (3) use the telephone to increase service to the public to as great an extent as possible.

_____
STATE LIBRARIAN

_____
LIBRARIAN

_____
CHAIRMAN, BOARD OF TRUSTEES

_____
DATE

Telephone grants FY71

GRANT AGREEMENT

The Vermont State Department of Libraries hereby grants to _____ Library $325.00 to cover cost (1) for the installation of a telephone, (2) for the basic monthly telephone service charge for the two year period July 1, 1971 - June 30, 1973 and (3) for at least a portion of the toll call carges.

It is understood that in return the _____ Library will (1) remain open for service to the public for not less than 12 hours per week, (2) will make every reasonable effort to publicize the existence of the telephone and (3) use the telephone to increase service to the public to as great an extent as possible.

_____
STATE LIBRARIAN

_____
LIBRARIAN

_____
CHAIRMAN, BOARD OF TRUSTEES

_____
DATE

Indexing of Vt. newspapers

STATE OF VERMONT
DEPARTMENT OF LIBRARIES
MONTPELIER, VERMONT
05602

AGREEMENT

On the effective date, May 1, 1971, the Vermont Department of Libraries, herein known as "Department", contracts with the "Discalced Carmelites of the Diocese of Burlington, Vermont", Beckley Hill, Barre, Vermont, herein known as the "Monastery", for the following purpose:

Indexing of the Barre-Montpelier Times Argus newspaper for a period to include all issues beginning January 1, 1968 through December 31, 1972.

This indexing to be performed by the Monastery will include:

1. Determination of the overall scope of the index--i.e. what subjects will be included; what subjects will be excluded.
2. Determination of the specific emphasis, or emphases, i.e. what subject, or subjects, will be of particular importance.
3. Selection of articles to be indexed (based on one and two above) in a limited number of issues.
4. Re-evaluation of scope and emphases.
5. Development of a subject authority list with all requisite cross references.
6. Selection of articles consistent with re-evaluated scope and

emphases in several months worth of issues.

7. Continued re-evaluation of scope and emphases.

8. Continued review of subject authority list with cross references.

9. Development of product capable of being uses in libraries that retain back files on the TIMES-ARGUS.

10. A performance in a professional manner acceptable to the department.

The Department agrees to pay up to a total of $5,250 for the service based on a rate of $3.50 an hour for a period of 1500 hours during the period May 1, 1971 through April 30, 1973.

The Department will furnish to the "monastery" for its use during the period of the indexing project:

A microfilm reader; general supplies such as 3 x 5 catalog cards and 4 x 6 notepaper; the loan of a typewriter; a subscription to the TIMES-ARGUS; assorted reference tools such as the Vermont Educational Directory, county maps of Washington, Orange, Lamoille, Chittendon, Windsor, and Caledonia Counties; the Vermont Year Book; the Vermont Legislative Directory 1969-70 and current directories of the legislature; the Manning Directory for Barre-Montpelier and any other towns in the Central Vermont area for which Manning Directories exist.

The Monastery will submit billings monthly to the Department to the attention of the Director of Bibliographic & Reference Services with the indication of the number of hours expended during the billing period and extended to the dollar value as indicated above.

This Agreement shall not be binding on either party unless and until it has been certified by the Attorney General's office under the

provisions of Title 3 V.S.A. S 306 (10), and approved by the Governor or by the Commissioner of Administration for the Governor. In the event this Agreement is executed by the parties prior to such certification and approval, however, and such certification and approval is, in fact, subsequently obtained, the date set forth as the "Effective Date" as set forth in this contract shall control.

This Agreement is subject to renewal contingent upon continued availability of fund.

This Agreement may be cancelled by either party upon a thirty days notice.

Date: MAY 13 1971

WITNESSED:

SIGNED:

Vermont Department of Libraries

Discalced Carmelites of the Diocese of Burlington, Vermont

APPROVED AS TO FORM:

Assistant Attorney General

Binns

LIBRARY COOPERATIVE GRANT AGREEMENT

The Vermont Department of Libraries hereby awards a grant of $4,000.00 to the Blue Mountain Union School and public libraries as indicated in the proposal for the period July 1, 1971 through September 30, 1972.

It is understood that:

(1) the objectives of the attached proposal are binding;
(2) the Vermont Department of Libraries has the obligation to evaluate the resultant program utilizing all available records and communication with all those involved;
(3) the Blue Mountain Union School will submit upon request a detailed financial accounting involving the use of the funds for this program;
(4) the Blue Mountain Union School, in conjunction with the coordinators, will submit by September 30, 1971 to the Vermont Department of Libraries a report summarizing the activities during phase 1, and specifically indicating the extent to which objectives have been achieved; with similar additional reports for phase 2 by June 30, 1972, and phase 3 by September 1, 1972;
(5) the Vermont Department of Libraries is under no obligation to award in the future a continuation or supplementary grant for this program.

James A. Dyer
STATE LIBRARIAN

John E. O'Brien
PRINCIPAL, BLUE MT. UNION SCHOOL

Viola L. Belrose
COORDINATOR

Lula J. Bowe
COORDINATOR

June 4, 1971
DATE

PROPOSAL

SUBMITTED BY
THE BLUE MOUNTAIN UNION SCHOOL
AND NEIGHBORING PUBLIC LIBRARIES

TO

VERMONT DEPARTMENT OF LIBRARIES

MAY, 1971

BLUE MOUNTAIN UNION SCHOOL
Wells River, Vermont

PROPOSAL SUBMITTED TO:	Vermont Department of Libraries Montpelier, Vermont
UNDER:	Title III, Library Services and Construction Act (LSCA)
AMOUNT REQUESTED:	$5,000

INTRODUCTION

The Blue Mountain Union School is submitting this application for funds under Title III of the Library Services and Construction Act for a project in interlibrary cooperation involving the school library and the public libraries in the surrounding towns. The project is planned to progress in three phases. Phase I would begin in June of 1971 and go until September, 1971; Phase II would begin in September and last until June of 1972; and Phase III would begin in June of 1972 and last until September, 1972.

The libraries in this area which <u>may</u> participate are:

The Blue Mountain Union School Library
The Baldwin Memorial Library, Wells River
The Groton Public Library
The South Ryegate Public Library
The Ryegate Corner Public Library
The East Ryegate Library
The McIndoes Branch of the Barnet Public Library
The Peacham Public Library

THE PURPOSE OF THIS PROJECT

There has never been a library in the area that has had the reference sources and the professional library tools that are now available at the Blue Mountain Union School library, and the purpose of this project is to make these reference sources and professional tools available to the public libraries in the surrounding towns. In return, the Blue Mountain library would expect to be able to borrow, on a very liberal and unrestrictive basis, the books and resources available at the respective public libraries.

Further, because of the improved communications resulting from this project, the public libraries should be able to expand interlibrary loan practices among themselves, thereby providing better service to their patrons and preventing duplication of buying in some cases. There is also the chance that a cooperative buying effort could be established as an outgrowth of this initial cooperation. However, the primary focus of this project will be on interlibrary loan in general, and on the reference services in particular.

THE PROJECT

The over-all objectives of the project as a whole are these:

1. To promote cooperation among the libraries in the area by providing a reason for and a means of communication between those libraries.

2. To make the resources of the area available to all of the people of the area.

3. To encourage the use of all libraries by students.

4. To provide a central reference collection for the area.

Phase I -- June, 1971 - September, 1971:

st of phase I
#500 approx.

This first summer will be spent on a program of planning and evaluation designed to involve as many librarians as possible in working directly on the project; to determine the extent of participation in the project for each library; to determine which libraries need longer (or different) hours, telephones, and cataloging or other specific changes necessary for participation in the project.

This program will be carried out in the following manner:

1. Each librarian involved will be contacted, and the entire project discussed in relation to each specific library.

2. Each library will be surveyed and evaluated, and its special strengths and specific needs assessed.

3. The librarians finally involved will meet to determine a working code of interlibrary cooperation suitable for our particular needs.

4. Arrangements will be made to install telephones and set up procedures necessary to implement Phase II.

Phase I is vital to the success of the project because there has never been any cooperation between the libraries on the list (with the exception of Blue Mountain and Baldwin Memorial), and because there is resentment toward the school library as the result of a drop in circulation experienced by some of the public libraries since the school library opened in October.

Phase II -- September, 1971 - June, 1972:

This phase will be devoted to carrying out the interlibrary loan procedures established during Phase I. The goals of this phase are these:

1. The school's reference collection will be available to the public libraries by telephone during school hours.

2. The professional tools at the school will be available to the librarians to use as freely as possible. (The school's photocopy machine will be used freely to expand the use of references and professional tools.)

3. The resources of the public libraries will be available to the school library by telephone. (Possibly a delivery service can be arranged using the school busses.)

4. There will be changes in hours at the public libraries so that they will be open more often and so that some of their hours will be convenient for students after school.

(telephone etc.) 12 or more hours?

5. Suitable publicity will be arranged so that people in the area will be aware of the increased services and differences in hours.

Phase III -- June, 1972 - September, 1972:

This phase will involve planning for the school's reference collection and other resources to be available to the school's students and other people during the summer when the school is closed. It will involve loaning collections of reference books to the public libraries as needed for the summer, and will involve opening the school library for at least one day a week throughout the summer.

At this time, publicity should be designed to make the taxpayers aware of the increase in services and the savings in dollars that result from the cooperation of the libraries involved and to ask their support for continuing the program.

ADMINISTRATION

The project will be administered by the Blue Mountain Union School. It will be coordinated by the librarian at the school and the librarian at the Baldwin Memorial Library in Wells River in its initial stages. By the end of Phase I, most of the program should be carried out by the librarians whose libraries are actively involved in the project, and coordinated by a person chosen by them.

EVALUATION

The program will be evaluated by the librarians whose libraries are actively involved in the project, and by persons from the Vermont Department of Libraries. Records will be kept by each library of reference services used, interlibrary loans made and received, and circulation increases or decreases which are the direct result of this project.

BUDGET

The budget below indicates the amount requested for the first year. An additional proposal for continuation of the project will be submitted for next year.

Salaries	$4,000.
Telephones	500.
Supplies & Equipment	500.
TOTAL	$5,000.

Matching funds are from the area libraries for the $5,000. grant: Salaries, $3500.; Supplies and Equipment, $500.; and Books and Materials, $1,000.

######

FREE PUBLIC LIBRARY SERVICE BOARD
MONTPELIER, VERMONT

INTER-LIBRARY COOPERATION PROJECT APPLICATION
TITLE III, LIBRARY SERVICES AND CONSTRUCTION ACT, P.L. 89-511, 90-154

The applicant, pursuant to TITLE III of the Library Services and Construction Act, hereby applies for Federal Funds from the allotment available in fiscal year ..... to the State for implementation of a library network for more effective coordination of school, public, academic and special libraries and special information centers as described below:

Legal name of applicant:

Jericho Underhill Library Board

Address (City, or Town, County, and State):

Jericho, Vermont
Underhill, Vermont

Names and location of public libraries to be included:

a. Delaport Town Library - Underhill Center

b. Waters Memorial Library - Jericho, Vt. (Riverside" - Route 15)

c. Jericho Village Library - Jericho, Vt. (Route 15)

d. Jericho Town Library - Jericho Center, Vt.

Cooperative Library Board represents:
(which libraries)

Above four.

Appointive (by Town or Towns)

a. Jericho - Jean Hotchkiss
b. Underhill - Janet Towne

Elective (by cooperating libraries)

a. Delaport - Leida Bolio, Mary Fell
b. Waters - Pat Nilsson
c. Jericho Village - Pearl Decroot, Sandy Hurlbut
d. Jericho Town - Myrna Lindholm
Ex-officio - Faith Durocher, Mt. Mansfield High School Librarian

A G R E E M E N T

RELATING TO GRANTS OF FUNDS FOR INTER-LIBRARY COOPERATION

This AGREEMENT entered into between the Free Public Library Service Board, hereinafter referred to as the "State Agency", authorized by 22 V.S.A. Sec. 63 to receive and administer federal funds under the provisions of the Library Services and Construction Act of 1964, Public Law 597, 84th Congress, as amended, and the.....
(Eligible Institution)
hereinafter referred to as the "GRANTEE" as defined in the aforementioned Public Law 597, as amended.

WITNESS:

In consideration of the undertakings set forth below, the parties hereto agree as follows:

A. Undertakings of the State Agency

The State Agency shall:

1. Provide funds derived from the federal government in the total amount of $..... to be paid on ..... on a form substantially in conformity with the attached sample:

2. Supervise the administration of the proposal to insure that the GRANTEE complies with regulations of the Board of F.P.L.S., State Agency and the L.S.C.A.

B. Undertakings of the GRANTEE

The Grantee shall:

1. Furnish the State Agency with an agreement to comply with requirements of the Board of the F.P.L.S. and the L.S.C.A., as well as

with the Civil Rights Act of 1964.

2. Supply progress reports as requested by the F.P.L.S.

3. Agree to participate in the state-wide inter-library loan network.

4. Provide the State Agency a final report on the effectiveness of the grant program.

5. Deposit local funds used for matching to the account of the appropriate local official.

6. Expend the federal funds granted solely for the purpose for which granted and reimburse the United States for any such funds lost or diverted by the GRANTEE from that purpose;

7. Make requests of payments as scheduled in the application for funds* and submit financial statement for audit purposes.

8. That library services provided will be available free of charge and without discrimination to all residents of the state of Vermont who wish to avail themselves of this service.

9. Be bound by other provisions found in the GRANTEES application submitted on.....(Date).....and approved by the State Agency on.....(Date).....insofar as said provisions are not inconsistent with the terms of this agreement.

DATED at.....this.....day of.....196.....

FREE PUBLIC LIBRARY SERVICE

BY:.....
Executive Secretary

GRANTEE

BY:.....
(Member authorized to execute this agreement for GRANTEE)

*Ineligible for federal funds under Title III are books and building costs.

A G R E E M E N T

RELATING TO GRANTS OF FUNDS FOR INTER-LIBRARY COOPERATION

This AGREEMENT entered into between the Free Public Library Service Board, hereinafter referred to as the "State Agency", authorized by 22 V.S.A. Sec. 63 to receive and administer Federal funds under the provisions of the Library Services and Construction Act of 1964, Public Law 597, 84th Congress, as amended, and the .....
(Eligible Institution)
hereinafter referred to as the "GRANTEE" as defined in the aforementioned Public Law 597, as amended.

WITNESS:

In consideration of the undertakings set forth below, the parties hereto agree as follows:

A. Undertakings of the State Agency

The State Agency shall:

1. Provide funds derived from the Federal Government in the total amount of $..... to be paid on ..... on a form substantially in conformity with sample attached hereto as Exhibit A;

2. Supervise the administration of the proposal to insure that the GRANTEE complies with regulations of the Board of F.P.L.S., State Agency and the L.S.C.A.

B. Undertakings of the GRANTEE

The Grantee shall:

1. Furnish the State Agency with an agreement to comply with requirements of the Board of the F.P.L.S. and the L.S.C.A., as well as with the Civil Rights Act of 1964;

2. Supply progress reports as requested by the F.P.L.S.;

3. Agree to participate in the state-wide inter-library loan network;

4. Provide the State Agency a final report on the effectiveness of the grant program;

5. Deposit local funds used for matching to the account of the appropriate local official;

6. Expend the Federal funds granted solely for the purpose for which granted and reimburse the United States for any such funds lost or diverted by the GRANTEE from that purpose;

7. Make requests of payments as scheduled in the application for funds* and submit financial statement for audit purposes;

8. That library services provided will be available free of charge and without discrimination to all residents of the State of Vermont who wish to avail themselves of this service;

9. Be bound by other provisions found in the GRANTEES application submitted on ..... and approved by the State Agency
(date)

on ..... insofar as said provisions are not inconsistent with the terms of this agreement.
(date)

DATED at ..... this ..... day of ..... 1968.

FREE PUBLIC LIBRARY SERVICE

BY.....
Executive Secretary

GRANTEE

BY.....
(Member authorized to execute this agreement for GRANTEE)

*Ineligible for Federal funds under Title III are books and building costs.